

Job Title: Administrative Assistant

Agency Name: Alabama Board of Examiners in Psychology

Application deadline: February 22, 2019

Job Description:

The Alabama Board of Examiners in Psychology (the "Board") is the sole entity charged with certifying competency in the professional practice of psychology in Alabama. It ensures licensee compliance with Alabama laws, rules, and codes of ethics.

The Administrative Assistant will be responsible for aiding the Board and its Executive Director in day to day administrative operations of the agency. Particular responsibilities will include:

- Fulfilling tasks and projects assigned by the Executive Director of the Board;
- Serving as the Property Inventory Manager, providing maintenance of property in accordance with and as required by Alabama law;
- Managing the daily clerical operations of the Board's office, including general communications and inquiries, preparation and distribution of agency mail and interagency correspondence, and coordination of the Board's continuing education program;
- Processing application materials from applicants and/or candidates for licensure, assisting in preparing applicants' and candidates' credentials for review, maintaining candidacy information and proctor examinations, and aiding in processing annual license renewals;
- Assisting with monthly, quarterly and annual preparation of agency reports, compliance with state regulations, and responsibility for daily agency deposits and vouchers, agency accounts, procurements and data processing;
- Conducting communications with and providing support to applicants, licensees, and constituents, and responding to inquiries, as well as assistance in the development of an annual newsletter;
- Assisting and providing support to the Board in the scheduling and conducting of regular public meetings, to include assistance in preparing agendas for meeting and preparation of minutes for regular public meetings, and assisting with compliance with respect to open meetings and open records requirements; and
- Attending all Board meetings and other related meetings and conferences as requested and approved by the Board.

Minimum Qualifications:

- Alabama resident prior to employment;
- Five years of executive-level administrative assistant experience in a professional administrative, medical, or State government office, or other executive assistant responsibilities in a related field;
- Excellent written and oral communications skills;
- Void of any conflicts of interest;
- Ability to work independently with general guidance from the Executive Director of the Board; and
- Must have the ability to interact with all personality types and maintain a professional demeanor always.

Desired Qualifications:

- A bachelor's degree from an accredited college or university is preferred but not required;
- Significant experience as an executive-level administrative assistant with verifiable success; and
- Demonstrated ability, sound judgment, integrity, and a professional demeanor.

To Apply: Please send a cover letter, resume and list of references to the *Administrative Assistant Search Committee* as listed below. All applications must be received by **February 22, 2019 at 5:00 pm**. You may submit your application materials via email to albdpsychology@psychology.alabama.gov or by mail to:

**Alabama Board of Examiners in Psychology
Attn: Administrative Assistant Search Committee
RSA Union Building
100 North Union Street
Suite 880
Montgomery, Alabama 36104**

Salary: Commensurate with experience